



New and young workers' safety induction

<i>safety checklist</i>
Induction
Position
Date of commencement
Location
Name of person providing the induction:

Check	yes	no	n/a
1. Explain work tasks (roles, responsibilities and duties)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Tour of workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Introduction to key people including supervisor/manager, first aid officer, safety and health staff (if any) and safety and health representative (if any) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Provide locker and personal protective clothing and equipment and tools, as required 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Explain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • OSH policy 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Duty of care: employer and employees 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Consultation: OSH committee and safety and health representative (if any) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Safe work procedures and instructions for each task 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Any hazards and the control measures 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Operation of equipment and machinery 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The safe way to lift and handle things 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Chemical safety 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Working from height procedures 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Permit to work 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Slips, trips and falls prevention 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Electrical safety 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Vehicle safety 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Safety procedures for working on the side of the road 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Safety signage 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Procedures for good housekeeping 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Procedures for working outside such as skin protection 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Use, maintenance and storage of personal protective clothing and equipment including, where required, eye, hand, foot and hearing protection 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Maintenance requirements and who has responsibility 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Issue resolution procedures 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Injury/incident reporting procedure 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• Injury management policy and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Compensation claims process and rehabilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• First aid facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency procedures including fire safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Policy on smoke free workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Policy on alcohol and other drugs at the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Workplace bullying policy and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Violence and aggression policy and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that workers' understanding is assessed before commencing tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule of follow-up training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision			
• Regular checks to ensure workers are following safety instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of manager/supervisor:		signed:		date:	
Name of new employee:		signed:		date:	

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